



COUNTY ASSEMBLY OF MANDERA COUNTY ASSEMBLY SERVICE BOARD

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ADVERTISEMENT

The County Assembly Service Board (CASB) invites applications for suitable and qualified candidates to fill the following vacant positions in Mander County Assembly Audit Committee:

1. POSITION: CHAIRPERSON (1 POST)

a) Requirement for Appointment

1. Interested candidates should have a minimum of a degree from a recognized University in the following fields: Accounting, Finance, Auditing, Economics, Risk Management or other related fields
2. Have knowledge and experience of not less than seven (5) years in: Audit and or Financial Management/Accounting
3. Be a citizen of Kenya
4. Should possess strong interpersonal skills
5. Have a good understanding of the County Assembly operations, Financial Management and reporting or Auditing
6. Have a good understanding of the objects, principles and functions of the

- County Assembly
7. Must be an affiliate of professional bodies' e.g., ICPAK, ICPSK, ACFE, IIA or other relevant body
 8. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010
 9. Have the requisite business and leadership skills and shall not be a political office holder

b) Responsibilities

1. Set the agenda for each meeting with the Committee Members
2. Provide oversight on risk management, controls and governance processes and Audit affairs of the County Assembly and make appropriate recommendations to the County Assembly regarding internal control and audit matters
3. Follow up on the implementation of the of the recommendations of Internal and External Auditors
4. Arrange for a periodic review of the effectiveness of the Audit Committee alongside its mandate
5. Demonstrate independence and impartiality in decision making in accordance with the legal constitutional and policy requirement
6. Provide clarification to members on the audit committee's responsibilities

2. POSITION: MEMBER (2 POSTS)

a) Requirement for Appointment

1. Interested candidates should have a minimum of a degree from a recognized University in the following fields, Accounting, Finance, Auditing, Economics, Risk management or other related fields
2. Be a citizen of Kenya

3. Have knowledge and experience of not less than five (5) years in: Audit and or Financial Management/Accounting
4. Have a good understanding of the County Assembly operations, Financial Management and reporting / Auditing
5. Have a good understanding of the objects, principles and functions of the County Assembly
6. Meet the requirement of Chapter Six of the Constitution of Kenya, 2010
7. Membership of the following professional bodies will be an added advantage: ICPAK, ICPSK, ACFE, IIA or any other relevant body
8. Have the requisite business and leadership skills and shall not be a political office holder

b) Responsibilities

1. Review and report to the Board and the Accounting Officer financial issues and judgments made in relation to the Assembly financial statements
2. Review clarity and completeness of financial statements and disclosures in relation to applicable rules and regulations
3. Monitor effectiveness of the Assembly's performance management and performance information
4. Provide strong and effective oversight of the Assembly's internal audit
5. Provide effective liaison and facilitate communication between management and external audit
6. Ensure effectiveness of both internal and external audit processes.

NOTE

- a. Members of Audit Committee shall serve on part-time basis for a period of three years

- b. The allowance payable to members of Audit Committee being a public Officer shall be as determined by Salaries and Remuneration Commission (SRC)
- c. The Chairperson of the Audit Committee shall be independent to the County government entities
- d. Members appointed to the Audit Committee shall not be past or present employees of the entity, and shall not have served as an employee or agent of any business organization which has carried out any business with the County Assembly in the last two years.

HOW TO APPLY

Interested and qualified candidates are requested to forward their applications with copies of:

- a. National Identification Card (ID)
- b. Certificates and testimonials
- c. Clearance Certificate from Higher Education Loans Board (HELB)
- d. Certificate of Good Conduct
- e. Clearance certificate from a Credit Reference Bureau (CRB) and
- f. Clearance certificate from the Ethics and Anti- Corruption Commission (EACC)
- g. Clearance certificate from Kenya Revenue Authority (KRA)

Please note that:

- a. Candidates should **NOT** attach original documents.
- b. Only shortlisted and successful candidates will be contacted.

- c. Canvassing in any form will lead to automatic disqualification.
- d. The Mandera County Assembly Service Board is an equal opportunity employer, and women, the youth and persons with disabilities who meet the specified requirements are encouraged to apply.

All applications should indicate clearly the position applied for on the top left corner of the envelope and be addressed to:

**THE SECRETARY,
COUNTY ASSEMBLY SERVICE BOARD,
COUNTY ASSEMBLY OF MANDERA,
P. O BOX 408-70300,
MANDERA**

Or, be hand delivered to the Office of the Clerk, County Assembly precincts, Mandera, to be received on or before **Wednesday, 20th December, 2023, at 5:00 p.m.**

